



THEOLOGICAL FIELD EDUCATION (TFE) 2021 ORIENTATION



SUPERVISED MINISTRIES AT PALMER SEMINARY

- ❖ Palmer students may receive ministry education in...
 - A clinical setting through Clinical Pastoral Education (CPE) or Clinical Pastoral Care (CPC)
 - A church setting or other Christian service agency through Theological Field Education (TFE)
 - Connections to ministry opportunities, including employment opportunities, and denominational contacts through Placement (limited)

SUPERVISED MINISTRIES AT PALMER SEMINARY

Students in the Master of Divinity (MDiv) program may earn 3-9 credit hours per internship (which varies by track)

May be congregational/agency/non-profit or clinical-based

TFE, which is the focus of this presentation, offers congregational/agency internships

CONSULTING YOUR ADVISOR

There are a number of options for completing your internships which will vary by student and their degree program and track

This will help you as you select internships (clinical and pastoral) to meet your graduation requirements

Consider your specific needs as you understand them now and as you consider your life beyond seminary

Consider also your specific needs as they relate to ordination requirements or ministerial recognition within your denomination or faith tradition

INTRODUCTION TO THEOLOGICAL FIELD EDUCATION

Theological Field Education (TFE) is a year long program (3 credit hours) that begins in September and ends in May

- Both semesters must be completed in order to receive credit

There are two levels of TFE:

Level One: TFE 1A/1B (SUPV525/SUPV526)

Level Two: TFE 2A/2B (SUPV535/SUPV536)

CURRICULUM (78 CREDITS)

Students on the Pastoral Leadership track are required to take:

TFE 1A and 1B

CPC or CPE (half-unit)

Students on the Adaptive Leadership track are required to take:

TFE 1A and 1B

Optional: may also select full unit or half-unit of CPE

COURSE PREREQUISITES

To begin TFE 1A/TFE 1B, you must:

Have completed 24 credit hours prior to the beginning of the fall semester

Have **completed** *Foundations of Pastoral Care and Counseling* (PRMN 510)

Have **completed** *Nurturing Spiritual Life and Character I* (SFRM 505)

Have **completed** or be **registered** for *Systematic Theology and Ethics: Vision of Community* (THLE 520) or *Systematic Theology and Ethics: Reign of God* (THLE 521)

- May be taken concurrently with TFE, but must be successfully completed in the fall semester

COURSE PREREQUISITES

To begin TFE 2A/TFE 2B, you must:

- Have completed 48 credit hours prior to the beginning of the fall

- Have completed TFE 1A and TFE 1B

Students, in conjunction with their academic advisors, will determine if TFE 2A/TFE 2B will be taken

PROGRAM REQUIREMENTS

Serve a minimum of 10-12 hours per week in an approved ministry setting from September through May

Attend a weekly seminar group on campus

Students **must** remain with the **same ministry site** and **seminar group** for the **entire academic year**

WHAT HAPPENS IN TFE?

Students grow in their understanding of the dynamics of ministry, their skills, and their professional identity and call as Christ's servants

Students learn by doing ministry and reflecting on the experience under the supervision of an experienced practitioner

WHAT HAPPENS IN TFE?

Students who come with ministry experience also grow during this time as they identify their growing edges and develop goals that will lead to the enhancement of existing skills or the learning of new ones

TFE provides an opportunity to look at a specific area of ministry and gain skill in that area

DESIRED LEARNING OUTCOMES

Students will...

Develop personal and professional skills

Integrate theory, theology, and tradition while practicing ministry

Manage matters related to ministry in the context of covenant

Perform in ministry context with increasing competence

DESIRED LEARNING OUTCOMES

Students will...

Deepen awareness of one's call to ministry

Learn methods of theological reflection

Engage in relationships of support

Intentionally grow in cross-cultural understanding and application

Develop a philosophy of lifelong learning and collegiality

These outcomes will occur at all levels, but will look different depending on the starting point of each student

Theological Field Education Community

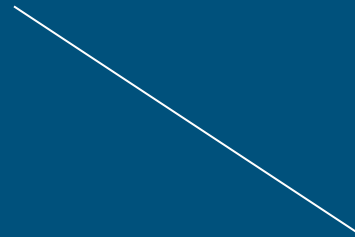
Pastor/Mentor and Ministry Site OR
Off-Site Pastor/Mentor

Supervised Ministries
Office (SMO)

Seminarian

TFE Seminar Group
(Seminarians and
Seminar Leader)

Site Team (Chair
and Members)



TFE PARTNERS

This team, which participates in writing the covenant and making assessments, includes:

The SMO/Palmer Theological Seminary

Seminarian Intern

Seminar Leader

Pastor/Mentor (or Off-site Pastor/Mentor)

Site Team

SEMINAR LEADERS

Seminar Leaders:

Are experienced clergy

Represent the diversity of our student population in gender, race, and culture

Represent several denominations

Seminar Leaders may teach both levels of TFE

SEMINAR GROUP

TEACHING AND LEARNING STRATEGIES

The course has a small-group structure, and uses a variety of learning models, including:

- Didactic

- Case study

- Theological reflection

- Media

- Role play

MINISTRY SITE REQUIREMENTS

All sites must be approved by the SMO

Students must observe the Home Church Policy when selecting a site

The site provides ministry hours and diverse experience

Students who are pastors should identify a segment of ministry that will be their TFE focus

The site may offer remuneration (strongly recommended, but not required, and that they offer an amount at least \$12 - \$15)

PASTOR/MENTOR REQUIREMENTS

The Seminarian's Pastor/Mentor must:

Have a master's-level degree in theology, be ordained and have a minimum of 2 years of parish/church or professional ministry experience

OR Have a minimum of 10 years of ministry experience, and be ordained

Be certified through Palmer Seminary by taking Ministry of Supervision (TFE 700)

One-time fee for this one-day session

Each year, attend the designated fall seminar class with their pastoral intern

PASTOR/MENTOR REQUIREMENTS

Meet with the Seminarian **weekly** for a supervisory conference

Prepare and submit reports and assessments of the Seminarian

Make a covenant with the Office of Supervised Ministries to participate in the program for 3 years

No Seminarian or member of the Seminarian's family may serve as their Pastor/Mentor

SOME QUALITIES OF AN EFFECTIVE PASTOR/MENTOR

The Pastor/Mentor is:

Available

Competent

Open and vulnerable

A model

An experiential theologian

A team player

SOME QUALITIES OF AN EFFECTIVE OFF-SITE PASTOR/MENTOR

The Off-Site Pastor/Mentor:

- Is an experiential theologian

- Is a team player

- Is open and vulnerable

- Serves as a model of lifelong learning

- Has extensive ministry experience

The Off-Site Pastor/Mentor is willing to:

- Schedule time for meetings

- Challenge you

THE SITE TEAM

The Site Team is a small group of approximately 3-5 people that assist the Seminararian and their congregation in forming a relationship

The Site Team offers support and accountability

The Site Team participates in assessments

THE SITE TEAM

The Site Team meets at least 3 times each semester

No member of the **Seminarian's** or **Pastor/Mentor's family** may serve on the Site Team

No current Palmer Seminarian may serve on the Site Team

Training sessions for members of the Site Team are offered during the fall semester

FORMING AN EFFECTIVE SITE TEAM

The Site Team should be composed:

To represents a diversity of ages, gender, thought, and experience

Of persons who will be supportive and able to give constructive feedback

Of persons who are able to be reflective and to think through issues theologically

Of persons who are willing to work as a team

Of persons who are familiar with Scripture

THE SITE TEAM

For Seminarians who are also Pastors, the Site Team will be a different group than your Pastoral Relations Committee

The Site Team's only function is to look at the areas of ministry designated as TFE

SELECTING A MINISTRY SITE

Consider churches, agency's, nonprofits that you already know of

Consult and network with Pastors, colleagues, and other Palmer students

The Ministry Site Opportunities Listing will be available in the SMO and online at the end of the spring semester

SELECTING A MINISTRY SITE

Students may start their internship no later than **September 25**. It is recommended that you have all of the pieces necessary to begin TFE in place when classes begin (the last week of August).

This date (**September 25**) is also the “drop dead” date, after which the SMO may determine that you need to do TFE at a later time in order to receive the required educational experience.

There will be a “tip sheet” available from the SMO to help with the site selection process.

Ministry Opportunities/Examples

A Christian Ministry in National Parks (ACMNP)

Work in a national park serving a faith community

Mosaic Ministries

New Jersey United Methodist Church conference program

Focuses on matching students with church as Co-Pastors or Associate Pastors

Find out more at our information session on Wednesday the 24th from 6:00pm-7:00pm

Baptist Church of West Chester

Pastoral Partner Position (20-30 hours per week)

THE REGISTRATION PROCESS

Satisfy prerequisites for TFE and meet with your Academic Advisor to discuss readiness

Register for TFE during Palmer's registration period

Register with your Academic Advisor

Register with the SMO (**required**)

Because Seminar Leaders are contracted, seats and section are only guaranteed if you register by **May 30**. **Seats and section are not guaranteed for those who register after May 30.**

THE REGISTRATION PROCESS (*CONTINUED*)

Select ministry site and obtain approval

Contact the SMO for needed forms and
further information

Email: mwoodard@eastern.edu

ACADEMIC REQUIREMENTS AND IMPORTANT POLICIES

Credit for the TFE year is contingent upon successful completion of **both fall** and **spring** semesters

Students may not serve in their “home church”
(churches of origin or ones in which you have a significant time of membership)

**Waivers are granted on a yearly basis only upon receipt of a Home Church Waiver Application and supporting documents*

ACADEMIC REQUIREMENTS AND IMPORTANT POLICIES

Students should verify with their denomination/faith tradition to see if there are any additional requirements that they have before select your ministry site

This is especially important for those preparing for ordination

NEXT STEPS

During the seminary's registration period:

Meet with your Academic Advisor to register for this course in WebAdvisor

Meet with a member of the SMO to register with our office

This year you will contact the office by email mwoodard@eastern.edu

Begin to think about possible ministry sites and persons to serve as Pastor/Mentors

RESOURCES

Welcome to Theological Field Education, edited by Matthew Floding. Alban, 2011.

Experiencing Ministry Supervision: A Field-Based Approach, edited by William T. Pyle and Mary Alice Seals. Broadman and Holman, 1995.

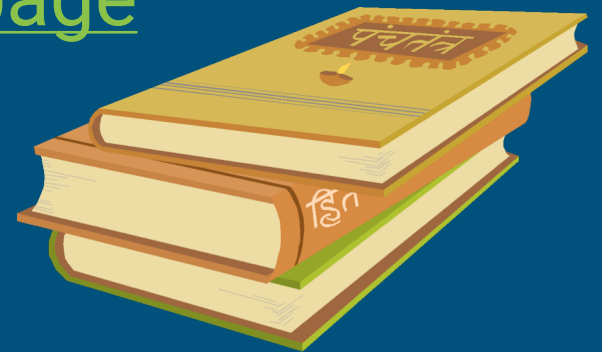
TFE Handbook (2020-2021), updated annually.

Seminary website: [SMO webpage](#)

[TFE information](#)

Google Site: [SMO website](#)

[TFE information](#)



THE OFFICE OF SUPERVISED MINISTRIES

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